

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/19/2019		2. CONTRACT NO. (If any) 68HERH19D0023		6. SHIP TO: a. NAME OF CONSIGNEE HPOD	
3. ORDER NO. 68HERH19F0291		4. REQUISITION/REFERENCE NO. PR-OCSPP-19-00359			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 110 HARTWELL AVE STE 1				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 024213134		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP OPPT	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. EDWOSB VETERAN-OWNED ELIGIBLE UNDER THE WOSB PROGRAM				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 07/19/2019	
16. DISCOUNT TERMS					

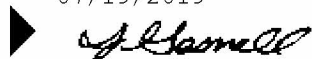
17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 ----- Point of Contact: Scott Drewes Telephone: (202) 564-8833 Email: Drewes, Scott@epa.gov ----- Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:							
	a. NAME						\$0.00	
	b. STREET ADDRESS (or P.O. Box)							
c. CITY						d. STATE	e. ZIP CODE	17(i) GRAND TOTAL

22. UNITED STATES OF
AMERICA BY (Signature)

07/19/2019



ELECTRONIC
SIGNATURE

23. NAME (Typed)
Jody Gosnell
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/19/2019	CONTRACT NO. 68HERH19D0023	ORDER NO. 68HERH19F0291
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>TOCOR: Scott Drewes Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 19-20-B-69T-000C95-2505-TPPPZZZ-1969TPR901-0 01 BFY: 19 EFY: 20 Fund: B Budget Org: 69T Program (PRC): 000C95 Budget (BOC): 2505 Cost: TPPPZZZ DCN - Line ID: 1969TPR901-001 Period of Performance: 03/21/2019 to 03/20/2024</p> <p>68HERH19D0023. Task Order 2, Incremental Funding for award. PO: Scott Drewes; CO: Jody Gosnell POP: 3/20/2019 - 3/19/2024</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

A - Solicitation/Contract Form.....	3
A - Solicitation/Contract Form.....	3
B - Supplies or Services/Prices.....	3
B - Supplies or Services/Prices.....	3
C - Description/Specifications.....	3
C - Description/Specifications.....	3
D - Packaging and Marking.....	3
D - Packaging and Marking.....	3
E - Inspection and Acceptance	3
E - Inspection and Acceptance	3
F - Deliveries or Performance	3
F - Deliveries or Performance	3
G - Contract Administration Data	3
G - Contract Administration Data	3
H - Special Contract Requirements	3
H - Special Contract Requirements	3
I - Contract Clauses	3
I - Contract Clauses	3
J - List of Documents, Exhibits and Other Attachments	3
J - List of Documents, Exhibits and Other Attachments	3

A - Solicitation/Contract Form

A - Solicitation/Contract Form

B - Supplies or Services/Prices

B - Supplies or Services/Prices

C - Description/Specifications

C - Description/Specifications

D - Packaging and Marking

D - Packaging and Marking

E - Inspection and Acceptance

E - Inspection and Acceptance

F - Deliveries or Performance

F - Deliveries or Performance

G - Contract Administration Data

G - Contract Administration Data

H - Special Contract Requirements

H - Special Contract Requirements

I - Contract Clauses

I - Contract Clauses

J - List of Documents, Exhibits and Other Attachments

Attachment Number	Title	Date
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J - List of Documents, Exhibits and Other Attachments

Attachment Number	Title	Date
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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 28	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00001		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD							
HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
EASTERN RESEARCH GROUP, INC.							
Attn: (b)(4)				9B. DATED (SEE ITEM 11)			
110 HARTWELL AVE STE 1							
LEXINGTON MA 024213134							
CODE		FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
112947395				68HERH19D0023			
				68HERH19F0291			
				10B. DATED (SEE ITEM 13)			
				07/19/2019			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$291,500.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 112947395							

Point of Contact: Scott Drewes							
Telephone: (202) 564-8833							
Email: Drewes, Scott@epa.gov							

TOCOR: Scott Drewes							
The Purpose of this Modification is to:							
1. Add Line Items for Option Years 1 thru 4							
2. Attach a revised PWS							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Jody Gosnell			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				 ELECTRONIC SIGNATURE		09/16/2019	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH19F0291/P00001	PAGE	OF
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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3. Add incremental funding in the amount of \$291,500.00.</p> <p>All other terms and conditions remain unchanged.</p> <p>LIST OF CHANGES: Reason for Modification: Other Administrative Action Period Of Performance Start Date changed from 21-MAR-19 to 19-JUL-19 Period Of Performance End Date changed from 20-MAR-24 to 18-JUL-20 Total Amount for this Modification: \$291,500.00 New Total Amount for this Version: \$456,500.00 New Total Amount for this Award: \$456,500.00 Obligated Amount for this Modification: \$291,500.00 New Total Obligated Amount for this Award: \$456,500.00 Incremental Funded Amount changed: from \$165,000.00 to \$456,500.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from \$165,000.00 to \$456,500.00 Obligated Amount for this Modification: \$291,500.00 Incremental Funded Amount changed from \$165,000.00 to \$456,500.00</p> <p>Start Date Added : 07/19/2019 End Date Added : 07/18/2020</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD Amount changed from \$165,000.00 to \$456,500.00</p> <p>CHANGES FOR ACCOUNTING CODE: 19-20-B-69T-000C95-2505-TPPPZZZ-1969TPR901-001</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 19-20-B-69T-000C95-2505-TPTAPZA-1969HTR021-001 Beginning FiscalYear 19 Ending Fiscal Year 20 Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH19F0291/P00001	PAGE	OF
		3	28

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Cost Organization TPTAPZA DCN-LineID 1969HTR021-001 Amount: \$75,000.00 NEW ACCOUNTING CODE ADDED: Account code: 19-20-B-69T-000C95-2505-TPTACZC-1969HTR020-001 Beginning FiscalYear 19 Ending Fiscal Year 20 Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Cost Organization TPTACZC DCN-LineID 1969HTR020-001 Amount: \$216,500.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 07/19/2019 to 07/18/2020				
0002	OPTION PERIOD 1: Chemical Safety and Source Reduction Hub Contract. (EPA Pollution Prevention (P2) Hub and Mission Support) All work shall be performed in accordance with the Statement of Work. (Option Line Item) 05/19/2020				0.00
0003	OPTION PERIOD 2: Chemical Safety and Source Reduction Hub Contract. (EPA Pollution Prevention (P2) Hub and Mission Support) All work shall be performed in accordance with the Statement of Work. (Option Line Item) 05/19/2021				0.00
0004	OPTION PERIOD 3: Chemical Safety and Source Reduction Hub Contract. (EPA Pollution Prevention (P2) Hub and Mission Support) All work shall be performed in accordance with the Statement of Work. Continued ...				0.00

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH19F0291/P00001	PAGE	OF
		4	28

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0005	(Option Line Item) 05/19/2022 OPTION PERIOD 4: Chemical Safety and Source Reduction Hub Contract. (EPA Pollution Prevention (P2) Hub and Mission Support) All work shall be performed in accordance with the Statement of Work. (Option Line Item) 05/19/2023				0.00



ENVIRONMENTAL PROTECTION AGENCY

**Chemical Safety and Source Reduction Hub, Contract
No. 68HERH19D0023**

Request for Task Order Proposal (RFTOP)

**Task Order Number: 02
Amendment: 01**

Request for Task Order Proposal (RFTOP)

Project Title: Chemical Safety and Source Reduction Hub Helpline and Other Services

1. STATEMENT OF WORK

1.1. Background and Purpose

EPA's Office of Pollution Prevention & Toxics (OPPT) Pollution Prevention (P2) Program uses a multi-pronged approach to promote pollution prevention, including; implementing the Pollution Prevention Act (PPA), Executive Orders, and EPA P2 policies; supporting P2 grantee technical assistance programs; measuring results; and promoting other related EPA P2 voluntary programs, including Environmentally Preferable Purchasing (EPP), Green Chemistry, Safer Choice, and voluntary environmental standards development for green products.

OPPT's P2 Program and initiatives promote actions to eliminate or reduce pollution at its source. EPA supports state and tribal technical assistance programs (TAPs) through grants, to offer technical assistance to businesses and facilities seeking specific information about source reductions opportunities. TAPs help companies conserve energy and other resources, reduce hazardous wastes in their manufacturing facilities, reduce the costs of compliance with environmental requirements, lower costs and increase their profits. TAPs often identify applicable grants and incentives and quantify opportunities into financial terms. EPA can assist TAPs by providing them with sector-based best practices, measurement tools and calculators, source reduction opportunities at facilities, funding opportunities, and publicly available information reported to EPA.

The P2 grant program reduces millions of pounds of pollution, a million metric tons of carbon dioxide equivalents and nearly a billion gallons of water use every year. The P2 program measures results to determine the success of technical assistance or training efforts. Grantees must report on outcomes achieved across all media. Translating source reduction activities into reportable outcomes requires careful consideration of technical matter, data sources, and regulatory policy.

OPPT's P2 program also helps the federal government "buy green" and works with a variety of non-governmental standards developers to promote the development of voluntary consensus standards for environmentally preferable goods and services. The process of developing a standard responds to market need, relies on expert technical guidance, and reinforces the highest quality outputs.

1.2 Scope of Work

As required by the PPA, the OPPT's P2 Program works with businesses, states and other partners to encourage and facilitate businesses to adopt P2 approaches through the development and delivery of P2 information and tools, technical assistance, the funding and facilitation of P2 innovations; and the sharing and amplification of those innovations so that others can replicate those approaches and outcomes. In this regard, through this Task Order (TO), OPPT's P2 program is seeking contractor support in the following areas:

1. Program Management and Support
2. Development and Maintenance of P2 Website
3. Pollution Prevention Research
4. Technical Assistance Rapid Response
5. Meeting Support
6. Communications and Outreach

1.3 Tasks

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the TO's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

Task 1: Maintenance and Routine Updates of the P2 Web Site

The contractor shall develop, update and maintain P2 Internet/Intranet websites as directed by the TOCOR/ATOCOR. The contractor shall follow Agency procedures and EPA Web Policies and Procedures- using at least the Websites listed below and additional reference websites may be added: EPA web policies and procedures: <https://www.epa.gov/webguide>
<https://www.epa.gov/web-policies-and-procedures/epa-web-standards>
<https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>

The contractor is responsible for publishing content on the public EPA website using the Drupal content management system (Drupal CMS). The contractor shall maintain and update relevant content once a month, and/or as directed by the TOCOR/ATOCOR. The contractor shall notify the TOCOR/ATOCOR if there are substantive updates needed that reflect policy changes or processes.

Subtask 1.1 Routine Updates of Public Internet and Intranet Websites (Contract SOW Task 3)

The contractor shall develop new content or web pages, and/or update existing content and site navigation of the P2 website as requested by EPA. Prior to updating content or site navigation, contractor shall conduct QA/QC, ensure all EPA metadata standards and 508 compliance requirements are met, and route changes through approval channels. Technical support may include preparation and/or posting of videos or webinars with captions on the EPA website or YouTube channel. Contractor shall ensure all EPA metadata standards and 508 compliance are met for all media posted- including videos.

The TO specific Internet websites, specified below, shall be updated and maintained following Agency procedure as outlined in EPA Web Policies and Procedures. Additional websites may need to be developed.

Current EPA websites that will be maintained include, but are not limited to:

<https://www.epa.gov/p2> = about 100 pages
<https://www.epa.gov/greenerproducts> = about 70 pages

Several small websites that require minimal updating are:

<https://www.epa.gov/fec>
<https://www.epa.gov/p2week>
<https://www.epa.gov/e3>

The TO specific Intranet and SharePoint websites shall be developed, updated, and maintained as requested and following Agency procedures and standards. Contractor will follow all EPA Web Policies and Procedures including, but not limited to, the EPA Web Standards and One EPA Web Guidance that are posted on the Agency's intranet pages.

Currently the two primary Intranet websites and SharePoint websites are:

<https://intranet.epa.gov/opptwork/>

https://usepa.sharepoint.com/sites/ocspp_Work/p2/_layouts/15/start.aspx#/SitePages/Home.aspx

On a quarterly basis, the contractor shall monitor a variety of sources, such as "green" websites, established industry sources, and Google News to find new content for the website, and provide EPA with recommendations for new content for the specified web pages. Upon receipt of EPA technical direction, the contractor shall revise the site, conduct QA/QC, and work with EPA to post final files to the EPA server.

The contractor shall update relevant content as requested. EPA anticipates that modifications to will be requested by the TOCOR on a quarterly basis. The TO specific Internet, Intranet and SharePoint websites shall be developed and/or updated, following Agency procedures and standards. Contractor will follow all EPA Web Policies and Procedures including, but not limited to, the EPA Web Standards and One EPA Web Guidance that are posted on the Agency's intranet pages. Upon completion of updates and/or additions to Intranet or Internet, no later than 10 days after completion, the contractor shall provide a report addressing routine maintenance, revising/updating information, new pages developed, content researched, tech support, etc.

Documents and announcements should be posted within 2 business days after appropriate approvals have been received. The contractor shall notify the TOCOR/ATOCOR if there are substantive updates needed that reflect policy changes or processes.

Contractor shall also develop and propose a web analytics plan that can assist EPA with understanding web usage questions such as who is visiting EPA P2 websites, and what information are visitors finding most useful. Upon approval of the plan by EPA, the contractor shall implement the web analytics tools and provide reports at quarterly intervals, and as directed by the TOCOR/ATOCOR.

1.1.1 Deliverables

1.1.1.1 Internet Website Activities Report

1.1.1.2 Intranet Website Activities Report

1.1.1.3 Web Analytics Plan

1.1.1.4 Web Analytics Reports

1.1.2 Acceptance Criteria

Reports is thorough, accurate, and submitted on time.

Subtask 1.2: Controlled Vocabulary and Broken Links (Contract SOW Task 3)

The contractor shall maintain the taxonomy that supports metadata creation for Internet pages and documents, including developing additional terminology for TOCOR/ATOCOR approval when new topics are required by activities related to content reorganization, the One EPA Web, Information Architecture, Subject Matter Experts' Workgroup, EPA Portal, or Web Content

Management System. The contractor shall review taxonomy and metadata for needed revisions on a quarterly basis. Following revisions to the taxonomy, the contractor shall provide a report addressing all revisions.

The contractor shall review the P2 website monthly to identify and repair broken links. The contractor shall produce and submit a monthly report which lists broken links that are removed or updated.

1.2.1 Deliverables

1.2.1.1 Quarterly Taxonomy and Metadata Maintenance Reports

1.2.1.2 Monthly Broken Link Reports

1.2.2 Acceptance Criteria

Ongoing taxonomy and metadata development activities are timely and professional.

Subtask 1.3: PPIN Information Migration (Contract SOW Task 3)

The contractor shall capture, store, and potentially migrate information developed by past recipients of the Pollution Prevention Information Network grant program to EPA's website. The information may come in multiple forms and formats, including database content, on-line case studies, recorded webinars, and hardcopy reports. EPA intends for the information to be publicly available, including where feasible, on EPA's website. There may be technical or other barriers to full migration; in which case, the contractor shall present options for archiving the information and making it available as a resource. Clarify

Prior to implementation, the contractor shall develop a project plan. The plan shall address the complete cataloguing of the information and recommendations for archiving or posting materials on EPA's website. The plan shall describe and include the technical approach, resources, and timeline. The plan shall also describe the contractor's approach to ensuring information is not redundant, outdated, or trivial. The contractor shall notify the TOCOR/ATOCOR if there are substantive issues that would prevent the contractor from completing the migration and alternatives to preserve the information in a form usable by EPA.

The contractor shall implement this task in phases; after completion of the planning phase, the contractor shall only commence subsequent phases with the approval of the TOCOR/ATOCOR. The contractor shall provide a monthly status report, until completion, detailing the status of the migration efforts, and any risks associated with its completion. The contractor shall also provide a final summary report indicating the final disposition of information.

1.3.1 Deliverables

1.3.1.1 Migration project plan

1.3.1.2 Migration status reports

1.3.1.3 Migration final summary

OT.1.1.2 Acceptance Criteria

Report is thorough, accurate, and submitted on time.

TASK 2: Technical Assistance Rapid Response

The contractor shall respond to P2 related questions from clients, such as P2 Technical Assistance Providers (TAPs), businesses, the public, EPA, etc. received via email/phone, providing information, such as P2 best practices, relevant case studies, etc. and/or referring the person or entity to an appropriate Technical Assistance Provider (TAP) or EPA staff for more detailed/technical information.

The contractor shall develop responses from EPA approved sources of information. Use of non-EPA approved materials to formulate a response shall be approved by the EPA TOCOR/ATOCOR or another person designated by the TOCOR/ATOCOR before the response can be communicated to the public. Any question or information request, especially one involving legal and/or policy interpretation, that cannot be readily answered from published and approved EPA materials shall be referred to the EPA TOCOR/ATOCOR to obtain further direction or a response. There may be instances where the press or Congress may contact EPA for a P2 related question. In those instances, the Contractor shall forward all Congressional and press inquiries to the appropriate office as directed by the EPA TOCOR/ATOCOR.

The contractor shall anticipate the amount of time or research needed to prepare responses. EPA may adjust resources for this task and subtasks below based on volume and difficulty of queries. Task activities shall be compiled in monthly report. For the subtasks below, the contractor shall not maintain a “live” communication channel; rather, the contractor shall check recorded voice-mails and/or in-boxes daily. The contractor shall respond to the request using the same mode as the incoming request.

Subtask 2.1: Routine Questions and Information Requests (Contract SOW Task 6)

Routine questions and information requests currently come to EPA through the Pollution Prevention Information Clearinghouse (PPIC), which may be renamed the Chemical Safety and Source Reduction Hub (Hub). Questions may be received through contact by phone, email, hardcopy mail, or website form, such as “contact us”.

All routine client requests or issues shall be reviewed and resolved promptly and in accordance with Agency policies and procedures. The contractor shall answer requests for brief facts and resolve routine client requests within one (1) business day. The contractor shall not interpret Agency policy or answer questions concerning technical or policy issues. EPA anticipates receiving 10-20 requests per month.

2.1.1 Deliverables

2.1.1.1 Information Request Activities Reports

2.1.2 Acceptance Criteria

Report is complete, accurate and timely.

Subtask 2.2: Reference and Research Support Services (Contract SOW Task 5)

The contractor shall provide reference assistance and research support to P2 grantees, including recipients of the P2 Grant Program and the Source Reduction Assistance (SRA) program, contacting EPA through the PPIC/Hub. EPA. The contractor shall respond to requests for information regarding P2 best practices and approaches, as well as facility level environmental information, such as TRI releases, NPDES or RCRA permits, and compliance history obtained from EPA databases, used to identify P2 opportunities at the facility. The contractor may also use EPA and other publicly available government databases and information sources to help identify targets/customers for P2 assistance provided by P2 grantees. The contractor shall search publicly available EPA databases for information pertinent to the client's needs.

Upon collection of data, the contractor shall synthesize the information for use by the customer. The contractor will respond to research requests within two (2) business days, indicating when the full response will be sent, allowing time for in-depth research. Requests that cannot be completed within two (2) business days shall be referred to the TOCOR/ATOCOR for further direction. Inquiries requiring additional research or approval of the answer by EPA must receive a response within 5 business days to give status or an answer. Any written materials prepared by the Contractor shall become the property of the government and delivered to the EPA TOCOR/ATOCOR at the end of the contract. EPA anticipates receiving 10-15 requests per month.

2.2.1 Deliverables

2.2.1.1 TAP Reference/research activity report

2.2.2 Acceptance Criteria

Report is thorough, accurate, and submitted on time.

Subtask 2.3: Rapid Response Request Tracking (Contract SOW Task 6)

The contractor shall maintain a record of each incoming request which records the name, email or phone number, the date, responsible staff person, subject matter of questions, nature of the response given, follow-up action (if necessary), the time frame the response was completed in and the level of difficulty of the call, or other information as modified by the TOCOR/ATOCOR. Caller logs must contain understandable documentation of the level and quality of service that the Rapid Response is providing. Monthly, and upon request of the EPA TOCOR/ATOCOR, the contractor shall provide trends, status updates, and analyses of this material.

2.3.1 Deliverables

2.3.1.1 Service Statistics appear in monthly report

2.3.2 Acceptance Criteria

Statistics are complete and accurate.

Task 3: Research and Analysis

The contractor shall provide research and analysis to support the P2 programs. This may include research and analysis of business and market trends, economic and policy analysis, reviews of eco-labels and standards. It may include the examination of the environmental practices and performance of those

industries, facilities, or institutions that stand out as leaders for better environmental practices and performance nationwide. It may also include analysis of different aspects of EPA's P2 grant program. EPA may also require the contractor to support the development of methods for measuring different performance results, taking into account technical matter, data sources, and other factors that impact the substantiation of programmatic results.

Subtask 3.1 P2 Grantee Needs Assessment (Contract SOW Task 5)

The contractor shall conduct a needs assessment of recipients of P2 grant programs (including both the P2 Grants Program and the Source Reduction Assistance Program), focusing on the needs of P2 grant recipients for support, tools, and services to enable them to successfully provide technical assistance to businesses. The contractor shall develop an assessment strategy to develop a national profile based on a sample of grant recipients and plan to gain an understanding of the needs faced by technical assistance providers supported by the EPA P2 or SRA grant programs and should develop options for the Hub to address those identified needs. The contractor shall also identify and review external resources that may be available to support grantees. The assessment plan may make use of meetings, teleconferences/video-conferences, and other tools. The contractor should work within the constraints of the Paperwork Reduction Act and avoid actions which would trigger the need for development of a new information collection request (ICR).

Upon receiving technical direction, the contractor shall develop a plan that describes the technical approach, resources, and timeline for completing the needs assessment. The contractor shall submit the plan to EPA for review and approval before implementation. The contractor shall submit a report compiling findings upon completion, including a round of review by EPA. The report will be an internal working document, whose purpose is to determine whether we are asking the Hub to provide services of highest value to the grantees.

3.1.1 Deliverables

3.1.1.1 P2 Grantee Needs Assessment project plan

3.1.1.2 P2 Grantee Needs Assessment report

3.1.2 Acceptance Criteria

Reports are thorough, accurate, and submitted on time.

Subtask 3.2 Research and Analysis Support for Pollution Prevention Grant Program Request for Proposals

The contractor shall conduct research and analysis to support EPA's renewal of the P2 Grant Program Request for Proposals (RFP). The grants are funded on two-year cycle and the RFP is reviewed and updated prior to being issued to call for applicants. The contractor shall provide research and analysis on the prevalence of P2 practices being applied in industrial sectors across the country. The analysis shall highlight apparent trends involving P2 occurring across EPA regions; emerging or innovative techniques using P2 as the primary application; local environmental priorities within the EPA regions; as well as record possible opportunities occurring across the EPA regions or industrial sectors for shared learning using P2 best practices, (i.e., techniques and tools). The contractor may also be tasked with identifying trade associations in

identified sectors, and analyzing the skill sets of EPA grantees, past and present, to assess the overlap with P2 opportunities in those sectors.

The Contractor shall also provide technical analysis, as needed, to aid the development of new or the amendment of existing P2 measures for the upcoming RFA, and as needed, assist in the refinement of grantee reporting requirements. The Contractor shall deliver memo or reports summarizing and explaining their findings, observations, and conclusions.

EPA anticipates that this task will include a mix of request, some of which may be completed quickly (one to two day turn-around), and others may require more research and analysis (four to five day turn-around). For the purposes of developing a proposal, the contract may assume receiving eight request, half of the shorter duration, and half the longer.

3.2.1 Deliverables

3.2.1.1 Memos, reports, or other documentation of research findings

3.2.2 Acceptance Criteria

Reports are thorough, accurate, and submitted on time.

Subtask 3.3 Research and Analysis for Environmental Finance

Environmental financing may provide opportunities financing environmental improvements requiring significant capital expenditures at reduced rates (compared to currently available commercial debt for these kinds of investments). EPA is interested in identifying and sharing information about financing solutions. P2 program practitioners have observed that small- and medium-size businesses typically lack the capital needed to make innovative changes in their operations, even when return-on-investment (ROI) and payback periods are promising. More frequently, businesses have been observed to take smaller, common-sense steps to improve efficiency – projects with relatively quick ROI and minimal/small capital expenditures have limited impacts on source reduction (e.g., light switch-outs, insulation improvements, sealing leaks, etc.). Increasing awareness of, and access to, financing options for P2 can help to lower barriers to capital investment for innovative, business based P2 improvements.

The contract shall provide research and analysis support to identify P2 trends in finance mechanisms for high capital P2 solutions. Areas of interest include but are not limited to: the availability of local, state, regional, and/or national opportunities in environmental finance that appropriate for small- and medium-sized businesses to access; sector-based information on financing options; innovating financing models for small- and medium-sized businesses. Under direction from the TOCOR/ATOCOR, the contractor shall assess the applicability and appropriateness of environmental finance mechanism for small- and medium-sized businesses.

EPA anticipates a series of up to 10 requests for research and analysis of varying degrees of complexity in support of this subtask. The contractor shall document their findings through memos, reports, or other appropriate means.

3.1.1 Deliverables

3.1.1.1 Memos, reports, or other documentation of research findings

3.1.2 Acceptance Criteria

Reports are thorough, accurate, and submitted on time.

Subtask 3.4 Other Research and Analysis

Throughout the period of performance of this task order, the contractor shall provide research and analysis to support the P2 programs. Topics of interest include but are not limited to: business and market trends; economic and policy analysis; reviews of eco-labels and standards; environmental practice; and different aspects of EPA's P2 grant program.

EPA anticipates requiring up to 10 requests for research and analysis of varying degrees of complexity in support of this subtask. The contractor shall document their findings through memos, reports, or other appropriate means.

3.1.1 Deliverables

3.1.1.1 Memos, reports, or other documentation of research findings

3.1.2 Acceptance Criteria

Reports are thorough, accurate, and submitted on time.

Task 4: Case Studies and Best Management Practices Development (Contract SOW Task 4)

The contractor shall develop up to 10-25 case studies of publicly available information on P2 innovations and practices in industries that are within the P2 Program NEAs and are the focus of the FY 18-19 P2 Grants. Topics may also include environmental finance, P2 opportunities in specific sectors, and other topics in the pollution prevention field. The contractor shall work with EPA HQ, regional offices, and P2 Grant Program recipients to identify case study topics, approaches, etc. Upon identifying a potential topic, contractor shall confer with EPA regarding the appropriateness of the topic.

At the direction of the TOCOR/ATOCOR, the contractor will develop communications strategies for using the case studies for several purposes, for example, as internal EPA communication tool, as a guide for other businesses to identify potential P2 approaches they might want to apply, or as part of a compendium of best management practices. The contractor shall seek EPA, P2 grantee, or other stakeholder input in developing strategies. Based on the proposed target audiences, the contractor will develop with EPA input appropriate information to be included in the case studies. Examples of information that may be included in a case study are general information about the business or facility, the business rationale for making an investment in pollution prevention, problems addressed or faced when implementing P2 approach, environmental results and/or outcomes of approach, and the payback period where cost savings are involved.

4.1.1 Deliverables

4.1.1.1 Case Study Strategies Guide

4.1.1.2 10-25 Case Studies

4.1.2 Acceptance Criteria

Case studies Strategies Guide and case studies are thorough, accurate, and submitted on time.

Task 5: Meeting Attendance and Support (Contract SOW Task 9)

The contractor shall attend meetings at the request of the TOCOR/ATOCOR. EPA holds regular monthly meetings with regional P2 managers and coordinators, as well as ad hoc calls. Regularly scheduled meetings include monthly P2 coordinators and P2 managers calls. EPA regions annually hold regional roundtables with P2 Program grantees. In addition, EPA may request the contractor to attend conferences, seminars, site visits, etc. Unless otherwise directed by the TOCOR/ATOCOR, the contractor may attend meetings either in person or remotely.

EPA anticipates that the contractor may be required to attend and participate in up to 30 meetings (either remotely or in person) and to travel to up to 10 meetings during the performance period of this task order. If directed by the TOCOR/ATOCOR, the contractor will be required to prepare and distribute meeting materials, and/or record and distribute meeting notes.

For all travel, the Contractor is required to follow the requirements of subpart 31.2 of the FAR regulations in incurring allowable travel costs under this task order, and obtain government rates whenever available and observe current subsistence ceilings.

5.1.1 Deliverables

5.1.1.1 Meeting materials, including but not limited to agendas, supporting materials, presentations, summaries, to be submitted as directed by the TOCOR/ATOCOR prior to the scheduled event.

5.1.1.2 Meeting notes, when requested, are to be submitted to the TOCOR/ATOCOR within 48 hrs of meeting for review and distributed with amendments to attendees as directed by the TOCOR/ATOCOR within one week.

5.2 Acceptance Criteria

Deliverables must be thorough, accurate, and submitted on time.

Task 6: Program Management and Support (Contract SOW Task 1)

The contractor shall provide program management support by providing a comprehensive and standardized monthly report created in coordination with the TOCOR/ATOCOR. The report will include the deliverables completed, descriptions of all work, and additional reporting requirements, as described under the tasks listed above.

Monthly reports shall also include all items listed in the contract document under clause F-2 EPAAR 1552.211-72 Monthly Progress Report. Monthly reports are due by the fifteenth (15th) of the following month.

The Contractor shall also provide TO project management support, including but not limited to, the following:

- a. The contractor shall assign a Task Order project manager to the task order. The TO project manager shall track and provide updates on progress on tasks in this task order. The task order project manager shall meet with TOCOR/ATOCOR, at a minimum, on a biweekly basis to provide updates, receive technical direction, and discuss potential risks to successful execution.
- b. A comprehensive and standardized monthly report shall be created in coordination with the TOCOR/ATOCOR and shall include, at a minimum:
 - i. A list and brief description of deliverables completed and services, rendered

- ii. An account of travel conducted (if applicable);
 - iii. Direct costs, hours and dollars expended;
 - iv. The balance of hours and dollars remaining under TO ceilings for the current contract year;
 - v. Identification of problems (or issues that may or have impacted work performance) encountered and recommended solutions;
 - vi. Anticipated activities and deliverables for the next reporting period;
 - vii. Projected costs for the upcoming reporting period.
- c. An annual summary report that shall include the following: all products and services completed and delivered under the appropriate tasks/subtasks, date of completion/delivery for all products, dollars and hours spent on each product/service and/or project as stipulated under this TO.

6.1.1 Deliverables

6.1.1.1 Contract level monthly reports

6.1.1.2 TO level monthly reports

6.1.1.3 TO level annual reports

6.1.1.4 Bi-weekly meetings with TOCOR/ATOCOR and TO project manager

6.1.2 Acceptance Criteria

Deliverables must be thorough, accurate, and submitted on time.

1.4 Optional Tasks

This section defines optional requirements of this task order, including tasks (or subtasks) may be performed and deliverables or services that may be provided to meet the TO's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

Optional Task 1: IT Strategic Vision and Roadmap (Contract SOW Task 3)

The contractor shall develop an IT Strategic Vision and Roadmap for the Chemical Safety and Source Reduction Hub to enable EPA to plan for information technology needs. EPA would like to build a resource, namely the Hub, that can serve as an information clearinghouse for P2 best practices and innovations, as well as a portal to provide services to P2 grantees. The vision will consider EPA's existing web pages, tools, and databases (for example, P2 Grants Plus), other modalities for serving P2 grantees (for example, the rapid response hotline), and may propose additional tools, services, etc. based on conversations, discussion with EPA HQ, regional P2 programs staff, P2 grantees, and other stakeholders. The IT vision should consider databases, front-end development, inter-operability, platforms, and security issues. The contractor shall translate the strategic vision into an implementation roadmap, with milestones, timelines, and interdependencies. Finally, the contractor shall provide an estimate of the level of resources needed to implement the roadmap.

The contractor shall develop the vision in phases. The first phase will be a Project Plan; the remaining phases will be determined in consultation with the TOCOR/ATOCOR, getting EPA input prior to the completion of each phase, with a report upon the completion of each phase, and a final report. The format of the reports will be provided as technical direction to the contractor.

OT.1.1 Deliverables

OT.1.1.1 IT Strategic Vision and Roadmap (IT-SVR) Project Plan

OT.1.1.2 IT-SVR Phased reports
OT.1.1.3 IT-SVR Final report

OT.1.2 Acceptance Criteria

Reports are thorough, accurate, and submitted on time

Optional Task 2: Website Review and Over-Haul (Contract SOW Task 3)

The contractor shall review the P2 program's existing web pages, discussed in Task 1 above, and make recommendations to update the structure of the web pages to improve relevant characteristics, including but not limited to performance, user experience, and navigation. The contractor shall also make recommendations for new or updated content.

Upon completing their review, the contractor shall provide a report detailing their recommendations for improving the look, feel, and performance (i.e., website characteristics) of the website, including an estimate of the level of resources needed to update the website. Upon completion of the report and review and approval by EPA, the contractor shall make approved recommendations, providing a monthly status report while the website is being updated.

OT.2.1 Deliverables

OT.2.1.1 Website Recommendations Report
OT.2.1.2 Website Over-Haul Monthly Status Report

OT.2.2 Acceptance Criteria

Report is thorough, accurate, and submitted on time.

Optional Task 3: P2 Discussion Forum (Contract SOW Task 8)

The contractor shall explore the usefulness, demand and feasibility of a P2 chat room/discussion board/listserv. The forum will serve as a discussion board for pollution prevention issues as well as for brief announcements related to P2. The contractor shall answer such questions as "Do TAPS and EPA staff want this? Is it useful? Can we do it?" The contractor shall explore what stakeholders, such as TAPs, government staff, researchers, businesses, etc. should be allowed to participate in the forum. The contractor shall explore potential security issues as well as the need for rules of conduct for posting.

If it is determined that a forum is feasible, the contractor shall implement the forum and provide support for administering all aspects of the forum, including, but not limited to, subscribing and un-subscribing participants, ensuring rules of conduct are followed, and answering P2-related questions that may be raised on the forum. The contractor shall bring to the attention of EPA any issues regarding the forum usage (for example, if a forum user breaks the rules of conduct) within 24 hours. The contractor shall recommend what information can be collected to report statistics regarding the use of the forum, to be provided on a quarterly basis, or at the request of the TOCOR/ATOCOR. The report should also indicate common themes, questions, etc. raised in the forum.

OT.3.1 Deliverables

OT.3.1.1 Discussion Forum Feasibility and Implementation Plan
OT.3.1.2 Discussion Forum Use Report

OT.3.2 Acceptance Criteria

Report is thorough, accurate, and submitted on time.

1.5 Reporting Requirements and Deliverables

The contractor shall prepare a Quality Assurance Project Plan for this task order.

For most deliverables, the EPA TOCOR/ATOCOR will assign tentative due dates and instructions when work is routed to the Contractor. If within three business days, the contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement. The contractor shall provide a recommended format for all deliverables.

The contractor shall provide a monthly technical and financial progress report as per the contract clause F.3 1552.211-72 MONTHLY PROGRESS REPORT (JUN 1996) and Subtask 6 of this task order.

The report shall be submitted on or before the 15th business day of each month (following the completion of the first reporting period), with a copy provided (preferably by email) to the EPA Contract level COR and TOCOR/ATOCOR. Any new reporting needs found may be requested by technical direction to the degree permissible under the task order. Unless otherwise specified all monthly reports are due on or before the 15th business day of the month.

SCHEDULE OF DELIVERABLES:

NUMBER	DELIVERABLE TITLE	DELIVERABLE FREQUENCY	FORMAT
1.1.1.1	Internet Website Activities Report	Quarterly, and/or as directed by TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
1.1.1.2	Intranet Website Activities Report	Quarterly, and/or as directed by TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
1.1.1.3	Web Analytics Plan	Quarterly, and/or as directed by TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
1.1.1.4	Web Analytics Reports	To be determined after approval of Web Analytics Plan. Anticipated quarterly, and/or upon request.	As directed by TOCOR/ATOCOR.
1.2.1.1	Taxonomy Maintenance Reports	Quarterly	As directed by TOCOR/ATOCOR.
1.2.1.2	Website Broken Links Report	Monthly	As directed by TOCOR/ATOCOR
1.3.1.1	Migration Project Plan	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
1.3.1.2	Migration status reports	Monthly	As directed by TOCOR/ATOCOR.
1.3.1.3	Migration final summary	Within 2 weeks of completion of Migration Project	As directed by TOCOR/ATOCOR.
2.1.1.1	Information Request Activities Reports	Monthly	As directed by TOCOR/ATOCOR
2.2.1.1	TAP Reference/research activity report	Monthly	As directed by TOCOR/ATOCOR

2.3.1.1	Rapid Response Service Statistics	Monthly	As directed by TOCOR/ATOCOR.
3.1.1.1	P2 Grantee Needs Assessment Project Plan	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
3.1.1.2	P2 Grantee Needs Assessment Report	Within 2 weeks upon completion of P2 Grantee Needs Assessment	As directed by TOCOR/ATOCOR.
4.1.1.1	Case Study and Best Practices Strategies Guidance	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
4.1.1.2	Case Studies	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
5.1.1.1	Meeting materials	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
5.1.1.2	Meeting Notes	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
6.1.1.1	Contract Level Monthly Reports	Monthly-	As directed by TOCOR/ATOCOR.
6.1.1.2	TO Level Monthly Reports	Monthly	As directed by TOCOR/ATOCOR.
6.1.1.3	TO Level Annual Reports	Annually, within 30 days of the end of each period of the performance.	As directed by TOCOR/ATOCOR.
OT.1.1.1	IT Strategic Vision and Roadmap Project Plan	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
OT.1.1.2	IT-SVR Phased Reports	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
OT.1.1.3	IT-SVR Final Report	Within two weeks upon completion of project	As directed by TOCOR/ATOCOR.
OT.2.1.1	Website Recommendations Report	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
OT.2.1.2	Website Over-Haul Monthly Status Report	Monthly, upon approval of Recommendations	As directed by TOCOR/ATOCOR.
OT.3.1.1	Discussion Forum Feasibility and Implementation Plan	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
OT.3.1.2	Discussion Forum Usage Report	Quarterly, and/or as directed by the TOCOR. Contractor should report issues, such as inappropriate usage, within 24 hrs.	As directed by TOCOR/ATOCOR.

1.6 Acceptable Quality Level for Tasks

See Attachment: Quality Assurance Surveillance Plan

1.7 Period of Performance

The period of performance of this task order is:

Base: 12 months from award date
Option 1: 12 months from option exercise
Option 2: 12 months from option exercise
Option 3: 12 months from option exercise
Option 4: 12 months from option exercise

1.8 Task Order Type: Time & Materials

1.9 Place of Performance

Work may be performed at the contractor's work-site, unless requested by the TOCOR/ATOCOR or required by travel. Work meetings may be conducted via teleconference, unless requested by the TOCOR/ATOCOR.

1.10 Onboarding

Contractors may be required to go through EPA's onboarding process. Contractors who are authorized to work by EPA's Personnel Security Branch will be added to the contract. To avoid a delay in resource assignment for new or replaced staff, the Contractor should ensure personnel have the necessary background to receive a successful pass through EPA's fingerprinting and background check.

2. TASK ORDER ADMINISTRATION DATA

2.1 Contract Administration Representatives

Contracting Officer: Jody Gosnell, gosnell.jody@epa.gov

Contract Level Contracting Officer's Representative: Scott Drewes, drewes.scott@epa.gov

Task Order Contracting Officer's Representative (TOCOR)

Scott Drewes

Office of Environmental Information

1200 Pennsylvania Ave NW

Washington DC 20640

Mail Code: 7409M

Phone: (202) 564-8833

E-mail: drewes.scott@epa.gov

Alternate Task Order Contracting Officer's Representative (ATOCOR)

Brian Clapp

Office of Environmental Information

1200 Pennsylvania Ave, NW

Washington, DC 20460

Mail Code: 7409M

Phone: (202) 564-8846

E-mail: clapp.brian@epa.gov

2.2 INVOICING

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996).

2.3 FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

3. EPAAR 1552.237-72 KEY PERSONNEL (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

- Program Manager – responsible for the administration and management of this task order, contractor resources and task order objectives throughout the task order life.
- Quality Assurance manager – responsible for quality assurance and quality control throughout the task order life.

4. EPA-J-52-101 LIST OF ATTACHMENTS

Attachment 1: QUALITY ASSURANCE SURVEILLANCE PLAN

5. INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

5.1 Questions

Questions must be submitted 5 days after issuance of RFTOP

5.2. EPA-L-36-101 RFTOP Proposal Instructions

(a) The offeror's response shall not exceed 20 double sided pages each. This limitation does not include resumes, charts, figures, or illustrations.

(b) Technical proposal instructions –

(1) The technical proposal shall be complete and demonstrate an understanding of the work to be provided and the contractor's ability to perform the work in accordance with

PWS. The technical proposal shall address all of the technical evaluation criteria presented in this section.

(2) Each section of the proposal shall be titled.

(3) Subcontractors

Each offeror shall list in a table format the name and addresses of all subcontractors who will perform work or labor or render services to the offeror for compensation in an amount in excess of one percent of the offeror's total price. Each offeror shall show on the table the portion of the work to be done by each subcontractor. This table shall be included with the technical proposal. The table shall include: (a) the name and location of the subcontractor, (b) a short description of the work the subcontractor will be designated to perform or deliver, (c) the portion in percent of the work the subcontractor will be designated to perform or deliver.

(4) Conflict of Interest

Vendors shall provide a completed version of the certification at EPAAR 1552.209-72 Organizational Conflict of Interest Certification (APR 1984) as part of its Technical Proposal. The complete certification will not count against the page limitations for the Technical Proposal.

Consistent with the terms of the prime contract, vendors shall disclose any actual or potential conflict of interest to the Contracting Officer as early as possible and prior to submission of any proposal. The disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict of interest. Upon receipt of the information, the Contracting Officer shall make a final decision within three (3) business days.

(c) Technical Evaluation Criteria

Factor 1 – Technical Approach: The Contractor shall propose their Technical Approach for accomplishing the objectives, requirements, and tasks and subtasks of the task order.

Factor 2 – Staffing Approach: The Contractor shall describe their staffing approach in the form of a Staffing Plan. The Staffing Plan shall describe, for the personnel proposed for the Task Order, examples of work similar in nature to this task order that have been performed in similar roles. If personnel are not presently employed by the company, include letters of intent. The Plan shall describe the role and level of involvement of each proposed team member in implementing the required tasks.

(d) Task order evaluation (check one):

X Best Value with Tradeoffs

(e) Price Proposal:

FACTOR PRICE

Instructions:

The purpose of these cost instructions is to assist offerors in submitting information required to evaluate the reasonableness of proposed costs. All dollar amounts provided shall be rounded to the nearest dollar. The labor rates used for this task order must be consistent with the labor rates included in the base IDIQ contract.

ATTACHMENT 1

QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD
<p><u>MANAGEMENT AND COMMUNICATION:</u></p> <p>The contractor shall maintain contact with the EPA CO, COR, and TOCOR/ATOCOR throughout the performance of the contract.</p>	<p>Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.</p>	<p>Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.</p>	<p>All active task orders will be reviewed by the EPA to identify unreported issues.</p>
<p><u>TIMELINESS:</u></p> <p>For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR/ATOCOR no later than the time specified in the order's PWS.</p>	<p>Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.</p>	<p>95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.</p>	<p>100% inspection of all deliverables and related work by the OCOR/ATOCOR; TOCOR/ATOCOR will document the timeliness of all work requirements.</p>
<p><u>TECHNICAL QUALITY:</u></p> <p>For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.</p>	<p>All deliverables and related work must be complete, accurate, thorough, and professionally credible.</p>	<p>Data are 100% accurate; review demonstrates a high level of expertise and credibility. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA.</p>	<p>EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.</p>

TASK ORDER CLAUSES

Period of Performance

The period of performance of this task order is 07/19/19 – 07/18/20

Submission of Invoices

Invoices shall be submitted in accordance with EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996). See address below.

RTP Finance Center
US Environmental Protection Agency
RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts
Durham NC 27711

Local Clauses EPA-H-31-104 APPROVAL OF CONTRACTOR TRAVEL

- (a) For purposes of this clause, the term "travel" does not include local transportation. "Local Transportation" is defined as travel within 50 miles from the contractor personnel's assigned work location for performance of the contract that does not involve an overnight stay.
- (b) Any contractor travel which may be directly charged to the contract must be authorized in advance by the Contract-Level COR. This approval shall be separate from the process associated with the approval of work plans. (See paragraph (f) below).
- (c) Travel shall be authorized under this contract only when the travel is required to provide a direct service (including management oversight) or specific product to the Government that is identified in the contract's Statement of Work (and/or any applicable work assignment). The contractor shall identify the need for travel in any work plans submitted and shall clearly identify in an accompanying narrative the relationship of the travel to the direct service required by the Government. Unless/until the Contract-Level COR specifically approves the travel proposed under a work assignment (apart from approval of the remainder of the work assignment- see paragraph (e) below), the contractor shall not perform travel. Travel and associated costs for such travel (lodging, per diem, and incidental expenses) shall be allowable only in accordance with the limitations of FAR 31.205-43 and FAR 31.205-46.
- (d) Travel expenses for Federal employees shall not be an allowable cost under this contract. Travel approval shall not be rendered for any personnel (including for example State or local government officials, academicians, etc.) except for employees of the contractor, or an authorized subcontractor or consultant, who are performing a bona fide function to accomplish the Statement of Work.
- (e) To obtain the approval for travel, the contractor shall submit a separate written request to the Contract-Level COR for each instance of travel for the contractor (including subcontractors/consultants) that is contemplated as a direct charge under the contract. The request shall include (at a minimum) the following information:
 - (1) Individual(s) traveling. Identify position and affiliation as a contractor/subcontractor employee or authorized consultant.

- (2) Description of circumstances necessitating the travel. Identify the work assignment(s) that will benefit from the travel and detail the correlation of the travel to the requirements of the Statement of Work.
- (3) Identify the estimated cost and include a cost breakdown. Explain why this is the most cost effective means to fulfill the contract requirements.
- (f) Approval of work plans that include travel as an other direct cost element shall not be construed to mean the travel is approved; i.e., separate approval shall be obtained from the Contract-Level COR.
- (g) While on travel, Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as an official representative of the Agency at meetings, conferences, symposia, etc.

Local Clauses EPA-H-31-106 EPA-SPONSORED MEETINGS, WORKSHOPS, AND/OR CONFERENCES

If this contract requires contractor support for an EPA-sponsored meeting, workshop, conference, etc., the following shall apply:

EPA meetings shall be held in Federal facilities whenever available. The EPA Contract-level Contracting Officer's Representative (COR) or Work Assignment COR will determine and advise the contractor as to the availability of Federal facilities.

The allowability of travel costs for contractor personnel and experts, consultants and others hired under subcontracts to provide services to EPA shall be determined under Part 31 of the Federal Acquisition Regulation. The cost of travel, food, lodging, etc., for other conference attendees, including trainees, shall not be an allowable cost under this contract. Travel costs must be approved by the COR.

Local Clauses EPA-H-42-102 UTILIZATION OF FEDCONNECT FOR CONTRACT ADMINISTRATION

EPA will utilize the FedConnect® web portal in administering this contract. The contractor must be registered in FedConnect® and have access to the FedConnect website located at <https://www.fedconnect.net/Fedconnect/>. For assistance in registering or for other FedConnect® technical questions please call the FedConnect® Help Desk at (800) 899-6665 or email at support@fedconnect.net.

FAR 52.216-18 ORDERING. (OCT 1995)

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from **03/21/2019** through **03/20/2024**.
- (b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
- (c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if

authorized in the Schedule.

FAR 52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an

amount of less than \$10,000.00, the Government is not obligated to purchase, nor is the Contractor

obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor-

(1) Any order for a single item in excess of \$4.5 Million;

(2) Any order for a combination of items in excess of \$4.5 Million; or

(3) A series of orders from the same ordering office within 7 days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) above.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the

Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one

requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph

(b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the

maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office

within 3 days after issuance, with written notice stating the Contractor's intent not to ship the item (or

items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or

services from another source.

FAR 52.217-8 OPTION TO EXTEND SERVICES. (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days before the contract expires.

FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years and 6 months.

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. The full text of a clause may be accessed electronically at this/these address(es): FAR: <http://farsite.hill.af.mil/vmfara.htm> ; EPAAR: <http://farsite.hill.af.mil/vmepaara.htm>

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				16	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
P00002		See Block 16C		PR-CAD-20-00091	
6. ISSUED BY		CODE		5. PROJECT NO. (If applicable)	
HPOD					
US Environmental Protection Agency					
William Jefferson Clinton Building					
1200 Pennsylvania Avenue, N. W.					
Mail Code: 3803R					
Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X)		9A. AMENDMENT OF SOLICITATION NO.	
EASTERN RESEARCH GROUP, INC.					
Attn: (b)(4)				9B. DATED (SEE ITEM 11)	
110 HARTWELL AVE STE 1					
LEXINGTON MA 024213134					
CODE		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO.	
112947395				68HERH19D0023	
				68HERH19F0291	
				10B. DATED (SEE ITEM 13)	
				07/19/2019	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
See Schedule					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
X	D. OTHER (Specify type of modification and authority)				
	FAR 52.217-9 - Option to Extend the Term of the Contract				
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return _____ 1 _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
DUNS Number: 112947395					
The purpose of this modification is to 1. Exercise Option Period 1, 2. Include the Base and Option Period Totals in EAS and 3. Shift funds from the Base to Option Period 1.					
TOCOR: Scott Drewes Max Expire Date: 07/24/2024 Invoice Approver: Scott Drewes					
LIST OF CHANGES:					
Reason for Modification: Exercise an Option					
Period of Performance End Date changed from 18-JUL-20 to 18-JUL-21					
Total Amount for this Modification: \$1,582,692.00					
New Total Amount for this Version: \$2,039,192.00					
New Total Amount for this Award: \$2,039,192.00					
Project Title changed to :					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
		Kathleen Rechenberg			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				Kathleen Rechenberg	
				(Signature of Contracting Officer)	
				16C. DATE SIGNED	
				05/28/2020	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH19F0291/P00002	PAGE	OF
		2	6

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>POLLUTION PREVENTION (P2) HUB AND MISSION SUPPORT</p> <p>Buyer changed from Eric Ward</p> <p>to Sean Gifford</p> <p>Contracting Officer changed from Jody Gosnell</p> <p>to Kathleen Rechenberg</p> <p>Requisitioner changed from</p> <p>to Kathleen Rechenberg</p> <p>Alternate COR/Project Officer changed to : Brian Clapp</p> <p>Maximum Potential Expiration Date changed to : 07/24/2024</p> <p>Invoice Approving Official changed to : Scott Drewes</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Description changed from 68HERH19D0023. Task Order 2, Incremental Funding for award. PO: Scott Drewes; CO: Jody Gosnell</p> <p>to BASE PERIOD: 68HERH19D0023. Task Order 2, Incremental Funding for award. PO: Scott Drewes; CO: Jody Gosnell</p> <p>Total Amount changed from \$456,500.00 to \$387,847.00</p> <p>Obligated Amount for this Modification: -\$68,653.00</p> <p>Incremental Funded Amount changed from \$456,500.00 to \$387,847.00</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD</p> <p>Amount changed from \$456,500.00 to \$387,847.00</p> <p>CHANGES FOR ACCOUNTING CODE: 19-20-B-69T-000C95-2505-TPPPZZZ-1969TPR901-001</p> <p>Amount changed from \$165,000.00 to \$135,000.00</p> <p>Percent changed from 0 to 29.57284</p> <p>CHANGES FOR ACCOUNTING CODE: 19-20-B-69T-000C95-2505-TPTACZC-1969HTR020-001</p> <p>Amount changed from \$216,500.00 to \$177,847.00</p> <p>Percent changed from 0 to 38.95882</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH19F0291/P00002	PAGE	OF
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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>Total Amount changed from \$0.00 to \$397,577.00</p> <p>Obligated Amount for this Modification: \$68,653.00</p> <p>Incremental Funded Amount changed from \$0.00 to \$68,653.00</p> <p>Exercised option</p> <p>NEW DELIVERY LOCATION RECORD:</p> <p>Quantity: 0</p> <p>Amount: \$397,577.00</p> <p>Days after award: Unassigned</p> <p>Shipping Address:</p> <p>AWPB-MB</p> <p>US EPA-OW-OWOW-AWPD-MB</p> <p>1200 PENNSYLVANIA AVE., NW</p> <p>MC-4503-T</p> <p>WASHINGTON DC 20460</p> <p>Mark For Address:</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>19-20-B-69T-000C95-2505-TPPPZZZ-1969TPR901-001</p> <p>Beginning FiscalYear 19</p> <p>Ending Fiscal Year 20</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 69T</p> <p>Program (PRC) 000C95</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization TPPPZZZ</p> <p>DCN-LineID 1969TPR901-001</p> <p>Quantity: 0</p> <p>Amount: \$30,000.00</p> <p>Percent: 7.54571</p> <p>Subject To Funding: N</p> <p>Payment Address:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>19-20-B-69T-000C95-2505-TPTACZC-1969HTR020-001</p> <p>Beginning FiscalYear 19</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH19F0291/P00002	PAGE	OF
		4	6

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Ending Fiscal Year 20</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 69T</p> <p>Program (PRC) 000C95</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization TPTACZC</p> <p>DCN-LineID 1969HTR020-001</p> <p>Quantity: 0</p> <p>Amount: \$38,653.00</p> <p>Percent: 9.72214</p> <p>Subject To Funding: N</p> <p>Payment Address:</p> <p style="padding-left: 40px;">RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p> </p> <p>CHANGES FOR LINE ITEM NUMBER: 3</p> <p>Total Amount changed</p> <p>from \$0.00 to \$407,568.00</p> <p> </p> <p>CHANGES FOR LINE ITEM NUMBER: 4</p> <p>Total Amount changed</p> <p>from \$0.00 to \$417,834.00</p> <p> </p> <p>CHANGES FOR LINE ITEM NUMBER: 5</p> <p>Total Amount changed</p> <p>from \$0.00 to \$428,366.00</p> <p> </p> <p>Payment:</p> <p style="padding-left: 40px;">RTP Finance Center</p> <p style="padding-left: 40px;">US Environmental Protection Agency</p> <p style="padding-left: 40px;">RTP-Finance Center (AA216-01)</p> <p style="padding-left: 40px;">109 TW Alexander Drive</p> <p style="padding-left: 40px;">www2.epa.gov/financial/contracts</p> <p style="padding-left: 40px;">Durham NC 27711</p> <p>Period of Performance: 07/19/2019 to 07/18/2021</p>				

I. Limitation of Government's Obligation – EPA Clause EPA-B-32-103:

- (a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items **0001** and **0002** are severable and may be incrementally funded. For these items, the sum of **CLIN 0001 is \$387, 847** and **CLIN 0002 is \$68, 653 (detailed below)** of the total price is presently available for payment and allotted to this contract.
- (b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least **15 days** prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate **75 percent** of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."
- (d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.
- (e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.
- (f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.
- (g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".
- (h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

Recapitulation of Pricing

Base Period - 07/19/2019 to 07/18/2020

Modification	Funding
Initial Award	\$ 165,000.00
Modification 1	\$ 291,500.00
Modification 2	\$ (68,653.00)

Total Funded	\$ 387,847.00
Total Price	\$ 387,847.00
Total Balance to Be Funded	\$ -

Option Period I - 07/19/2020 to 07/18/2021

Modification	Funding
Modification 2	\$ 68,653.00

Total Funded	\$ 68,653.00
Total Price	\$ 397,577.00
Total Balance to Be Funded	\$ 328,924.00

Total Call Order Ceiling	\$ 2,039,192.00
Total Funded Amount	\$ 456,500.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES		
					15		
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00003		See Block 16C		PR-OCSP-20-00391			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD							
US Environmental Protection Agency							
William Jefferson Clinton Building							
1200 Pennsylvania Avenue, N. W.							
Mail Code: 3803R							
Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			(X)		9A. AMENDMENT OF SOLICITATION NO.		
EASTERN RESEARCH GROUP, INC.							
Attn: (b)(4)					9B. DATED (SEE ITEM 11)		
110 HARTWELL AVE STE 1							
LEXINGTON MA 024213134							
CODE			FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO.		
112947395					68HERH19D0023		
					68HERH19F0291		
					10B. DATED (SEE ITEM 13)		
					07/19/2019		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.							
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule Net Increase: \$385,000.00							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
X EPA-B-32-103- Limitation of Government's Obligation							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 112947395							
The purpose of this modification is to 1. Incrementally Fund Option Period 1 and 2.							
Increase the ceiling for Option Period 1 for the in-scope revision of the attached PWS.							
TOCOR: Scott Drewes Max Expire Date: 07/24/2024 Invoice Approver: Scott Drewes							
LIST OF CHANGES:							
Reason for Modification: Supplemental Agreement for work within scope							
Total Amount for this Modification: \$63,075.00							
New Total Amount for this Version: \$460,652.00							
New Total Amount for this Award: \$2,102,267.00							
Obligated Amount for this Modification: \$385,000.00							
New Total Obligated Amount for this Award: \$841,500.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)				
			Kathleen Rechenberg				
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				Kathleen Rechenberg		07/16/2020	
				(Signature of Contracting Officer)			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH19F0291/P00003	PAGE	OF
		2	5

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed: from \$456,500.00 to \$841,500.00 CHANGES FOR LINE ITEM NUMBER: 2 Total Amount changed from \$397,577.00 to \$460,652.00 Obligated Amount for this Modification: \$385,000.00 Incremental Funded Amount changed from \$68,653.00 to \$453,653.00</p> <p>CHANGES FOR DELIVERY LOCATION: OW-OWOW-AWPD-MB Amount changed from \$397,577.00 to \$460,652.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-69T-000C95-2505-TPTACZC-2069TE1006-001 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Cost Organization TPTACZC DCN-LineID 2069TE1006-001 Quantity: 0 Amount: \$260,000.00 Percent: 65.39614 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-69T-000C95-2505-TPTAPZA-2069TE1006-002 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Cost Organization TPTAPZA DCN-LineID 2069TE1006-002 Quantity: 0 Amount: \$125,000.00 Percent: 31.44045 Subject To Funding: N Payment Address:</p> <p>Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 07/19/2019 to 07/18/2021				

I. Limitation of Government's Obligation – EPA Clause EPA-B-32-103:

- (a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items **0001** and **0002** are severable and may be incrementally funded. For these items, the sum of **CLIN 0001** is **\$387, 847** and **CLIN 0002** is **\$453,653 (detailed below)** of the total price is presently available for payment and allotted to this contract.
- (b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least **15 days** prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate **75 percent** of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."
- (d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.
- (e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.
- (f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.
- (g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".
- (h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

Recapitulation of Pricing**RECAPITULATION OF FUNDING TO DATE BY CALL
ORDER PERIOD****Base Period - 07/19/2019 to 07/18/2020**

Modification	Funding
Initial Award	\$ 165,000.00
Modification 1	\$ 291,500.00
Modification 2	\$ (68,653.00)

Total Funded	\$ 387,847.00
Total Price	\$ 387,847.00
Total Balance to Be Funded	\$ -

Option Period I - 07/19/2020 to 07/18/2021

Modification	Funding
Modification 2	\$ 68,653.00
Modification 3	\$ 385,000.00

Total Funded	\$ 453,653.00
Total Price	\$ 460,652.00
Total Balance to Be Funded	\$ 6,999.00

Total Call Order Ceiling	\$ 2,039,192.00
Total Funded Amount	\$ 841,500.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				17	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
P00004		See Block 16C		5. PROJECT NO. (If applicable)	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)	
CAD				CODE	
CAD					
US Environmental Protection Agency					
26 West Martin Luther King Drive					
Mail Code: W136					
Cincinnati OH 45268-0001					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X)		9A. AMENDMENT OF SOLICITATION NO.	
EASTERN RESEARCH GROUP, INC.					
Attn: (b)(4)				9B. DATED (SEE ITEM 11)	
110 HARTWELL AVE STE 1					
LEXINGTON MA 024213134					
CODE		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO.	
112947395				68HERH19D0023	
				68HERH19F0291	
				10B. DATED (SEE ITEM 13)	
				07/19/2019	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
See Schedule					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
DUNS Number: 112947395					
ID/IQ EPA Pollution Prevention (P2) Hub and Mission Support Task Order:					
Chemical Safety and Source Reduction Hub Helpline and Other Services					
TOCOR: Scott Drewes Max Expire Date: 07/24/2024 Invoice Approver: Scott Drewes Alt Invoice					
App: Brian Clapp					
The purpose of this unilateral Modification P00004 is to administratively incorporate the attached EPA blanket administrative modification signed by Raoul Scott on July 30, 2020.					
All other terms and conditions remain unchanged and in full force and effect.					
LIST OF CHANGES:					
Reason for Modification: Other Administrative Action					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
		Sean Gifford			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE	
				10/24/2020	
Previous edition unusable				STANDARD FORM 30 (REV. 11/2016)	
				Prescribed by GSA FAR (48 CFR) 53.243	

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Clause titled "FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2020)" is incorporated by reference.</p> <p>Payment:</p> <p>Period of Performance: 07/19/2019 to 07/18/2021</p>				